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# Midterm Planning Conference Minutes

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*April 22, 2013 0900-1106, OPH Thibodaux Conference Center*

## **I. Introduction and Welcome**

FSE planning committee members participated in a midterm planning conference (MPC), for an FSE to be held June 5<sup>th</sup>, 2013. Meeting participants are included as a separate attachment.

## **II. Exercise Objectives**

### **A. EMS/Hospitals:**

#### **1. Objectives:**

- a. Objective 1: (Updated) Test the abilities of local first responders and first receivers to ensure victims have been properly triaged and treated in accordance with established SOPs.
- b. Objective 2: Evaluate the abilities of response personnel to provide medical treatment to injured victims during the transition from emergency triage and pre-hospital treatment procedures to a higher level of care in accordance with established SOPs.
- c. Objective 3: Determine that the hospitals and their healthcare partners have an exercise program and ensure it conforms with the Joint Commission on Accreditation of Healthcare Organizations, the Health Resources and Services Administration, the Centers for Disease Control and Prevention (CDC), the National Incident Management System (NIMS), and Homeland Security Exercise and Evaluation Program (HSEEP) requirements.
  - i. This objective will not change.
- d. New Objective: Evaluate the Thibodaux Regional Medical Center's (TRMC) ability to employ their existing emergency operations plan (EOP) to address the coordination of communications; resource and assets management; safety and security; personnel roles and responsibilities; utility management; and patient clinical and support activities.

#### **2. Additional comments:**

- a. For the sake of realism, some players will still be transported to the hospital by ambulance. Acadian, Lafourche District 1, and

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St. Charles EMS will transport players from scene to Thibodaux Regional Medical Center. EDWhite will handle transportation from the hospital back to the school.

- b. Chad Davis will fill out victim injury cards before the exercise and will be colored according to which facility victims will be transported. Cards will be brought into the facility with the patients.
- c. The hospitals are trying to test volume and acuity of the injuries. The exercise should simulate a surge capacity to the point at which hospitals will be in need of additional staff and physical space—especially concerning instances where several victims need surgery at the same time. Exercise play will not move players beyond the emergency room, but this part should be written in a plan.
- d. As a result of the number of victims, the Louisiana Emergency Response Network (LERN) will need to be activated.

### B. EOC/Communications:

- 1. Objective 1: Exercise the communication protocols used by local response agencies/organizations requiring a multi-agency and multi-jurisdictional response in accordance with SOPs.
  - a. This objective will not change.
- 2. Objective 2: Exercise the ability to establish tactical channels for response agencies.
  - a. This objective will not change.
  - b. An ICS 205 form should be completed as part of this objective. It should not be necessary to state it in the objective as this is part of the protocol.
    - i. Jeremy will send a copy of the new ICS forms.
- 3. New Objective: (EMS, fire services, and various law enforcement agencies) Evaluate the ability to manage multi-agency communications to facilitate tactical, command, and coordination of information on various frequencies and to identify alternative communication methods. Establishment of a JIC.

### C. Fire:

- 1. Objectives:
  - a. New Objective: Test the abilities of local first responders and first receivers to ensure victims have been properly triaged and treated in accordance with established SOPs.

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2. Additional comments:
  - a. Fire services can help with triage as long as there are no fires to respond to. This capability would be divided between EMS and fire services.
  - b. Because the scenario does not include a fire, law enforcement will be lead at the scene. Fire services will fall back and support Acadian Ambulance with triage.
  - c. How many personnel can fire services provide to this incident while still being able to serve other incidents that may occur in the city?

### D. Law Enforcement:

1. Objective: Evaluate the process for sharing information between law enforcement and other agencies following initial notification of a threat and then following an incident in accordance with SOPs.
  - a. This objective will not change.
2. Additional comments:
  - a. At what point would law enforcement be called in for assistance?
  - b. Law enforcement would like to test the interoperability of its radio system. Jeremy will develop an appropriate objective.

### E. Schools

1. Objective based on scenario: Test the ability to either shelter in place or evacuate students. Test the ability to communicate scenario to parents, officials, etc. Test the ability to secure students.

## III. Scenario

### A. EDWhite

1. School in session.
2. Scale down the crowd size when the event begins.
3. There will be fatalities.

### B. There will be simulated gun fire.

1. Any explosions in the scenario will not affect first responders.

### C. Additional comments:

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1. LERN will be activated and would be responsible for contacting the hospitals.

### IV. Documentation

#### A. Applicable SOPs and EOPs

1. SOP Standard Operating Procedures from the following are still needed:
  - a. Lafourche Parish EOC's communications protocols.
  - b. EDWhite protocol.
  - c. School Board protocol.

#### B. Exercise Plan (ExPlan)

1. Handling Instructions – For Official Use Only, please do not share with parties outside of the planning committee.

#### C. Target Capabilities

1. Onsite Incident Management
  - a. Thibodaux Police Department on scene IC
  - b. Acadian Ambulance Transportation IC
2. Intelligence Sharing, Informational Gathering, and Recognition of Indicators and Warnings
  - a. Information will only be sent to the local level. It should be shared between the three law enforcement agencies.
3. Security
  - a. This is Thibodaux Police Department's (PD) jurisdiction.
4. Parking and Directions
  - a. All response agencies will be pre-staged at the Century Building located beneath the Nicholls Stadium.
  - b. Parking of EMS units, mobile command post, etc., should be in the parking area in front of the stadium.
5. Exercise Identification
  - a. Badges will be not be needed for law enforcement agencies.
  - b. Player badges for all students will be provided.

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- c. Badging for evaluators, controllers, and observers will be done at the staging area.
- 6. Player Communications
  - a. Players will use land lines, and TPD1 radio.
  - b. All players should have access to R3CRDTK. An appropriate channel needs to be determined.
- 7. Public Affairs
  - a. There will be a media staging area.
  - b. Media have to be registered and badged.
  - c. The City of Thibodaux Public Information Officer (PIO) will send out a press release to the media a week before the exercise to notify the public of it.

### **D. Controller/Evaluator (C/E) Handbook**

- 1. Changes made to the ExPlan need to be reflected in the C/E Handbook, as appropriate.
- 2. Exercise Scenario
  - a. Jeremy will update casualty numbers in the scenario.
- 3. Safety
  - a. Louisiana State Police, along with Jeremy Granier will make sure that participant weapons are not loaded.

## **V. Exercise Evaluation**

### **A. Evaluation approach**

- 1. The AAR will be developed from evaluations and notes. The content will be direct and straightforward.
- 2. The AAR will include three strengths and three weaknesses.

### **B. Evaluators**

- 1. EOC evaluators
  - a. There can either be one evaluator per agency or there can be a senior evaluator monitoring the event.
    - i. Any agency that needs an evaluator should let Kim Beetz know, a hospital coordinator will be available.

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2. The C/E meeting will be conducted at 09 a.m. on June 3<sup>rd</sup>, at the OPH Thibodaux Office. It will take two hours at most.

### VI. Exercise Participants

#### A. Add the following participants:

1. LERN
2. St. Charles EMS
3. Lafourche District 1 Ambulance
4. Acadian Ambulance
5. Thibodaux Fire Departments
6. Lafourche Harbor Police
7. Lafourche Parish Coroner's Office
  - a. The Coroner's Office should bring its mobile trailer.
8. LSP

#### B. Number of participants:

1. Planning Committee needs to know no later than noon on Wednesday, May 22, how many people each agency will have participating in the exercise. Appropriate injects cannot be developed without this information.
2. Jeremy will send the Lafourche Parish Sheriff's Office numbers.
3. Hospital – 20 participants.
4. Thibodaux PD:
  - a. 40 Lafourche Officers
  - b. 1 ATF
  - c. 1 FBI
5. Nicholls – 2 Participants
6. EDWhite – 60 Students
  - a. 5 Teachers
  - b. Will move some students to parent roles.

7. Lafourche Parish School Board – Drama Club

**VII. Exercise Timeline**

- A. 8 a.m.: First Responders, and other agencies need to arrive at Century Club at Nicholls.
- B. 8:30 a.m.: Safety Briefing should be conducted by Jeremy.
- C. 9 a.m. to noon: The exercise will run from 9 to noon or until all objectives have been met—whichever comes first.
- D. Noon: The hotwash will be conducted. First Responders at the Century Club, School Officials Parents/Student at the EDWhite Gym, and Hospital ICS at the hospital.
- E. 1 p.m.: Evaluators should be released.

**VIII. Important Dates**

- A. May 28: Final planning conference (FPC) and master scenario events list (MSEL) conference

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## **Action Items**

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### **All Planning Committee Members**

- All planning committee members will send the number of participants per agency by May 22<sup>nd</sup>.
- All planning committee members will send the names and email addresses of evaluators or need for evaluators to Kim.
- All planning committee members need to develop internal MSEL items for the FPC.
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